



Dear Applicant,

Please find enclosed an information pack for the role of Administrator at The Javaad Alipoor Company

The Javaad Alipoor Company is a political theatre company. We collaborate with theatre makers and communities across the UK and internationally.

We create productions and projects that change form and style; digital to in real life, community spaces to traditional theatres, hyper locally or across continents. We make work for and with audiences and communities who are historically under served by traditional theatre.

We tell stories of diverse experiences, and create high quality participation projects in some of the most deprived wards in England. We respond to broader agendas such as social justice and health & wellbeing, and we increase access for those who face barriers to inclusion

This is **our manifesto**

Further information about what we do can be found **on our website**

This application pack includes:

- Job Description and Person Specification
- Guidance Notes for Applicants
- An Application Form and a link to our Equal Opportunities Monitoring Form

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries, please contact Sarah Kingswell on sarah@javaadalipoor.co.uk

The closing date for applications is 9am on Monday 20th September, we will contact shortlisted applicants by Friday 24th September, interviews will take place on Tuesday 28 September, preferably in person in Manchester, but this will be confirmed.

We look forward to receiving your application and thank you for your interest in The Javaad Alipoor Company

With best wishes,

Javaad Alipoor  
Artistic Director

## **Job Description**

This is not an entry level role. The successful candidate will be expected to work independently on all areas of Company administration, and to provide proactive support to the producer in the delivery of projects.

The administrator must have a can-do attitude, exceptional communication skills and a passion for organisation and accuracy. The role is pivotal to the effective running of the organisation. They will work closely with the General Manager and Producer across all activities, providing vital administrative, financial and project support. They will support the Artistic Director to lead to the Company to the highest standards of performance within a culture that is inclusive, collaborative, safe and supportive

## **RESPONSIBILITIES**

### **Finance:**

- To support the General Manager to maintain accurate and timely records for the company's internal finance systems
- To set up payments on the internet banking system
- To support the General Manager with the monthly credit card reconciliation.

### **Operations and Administration:**

- To act as a welcoming and helpful first point of contact for all enquiries and by telephone and by email.
- To be responsible for general office management including routine correspondence, filing and archiving, general housekeeping, monitoring and ordering stationery supplies and consumables when running low.
- To co-ordinate Board meetings, including scheduling, collation, distribution of papers, purchase and preparation of refreshments and welcoming guests.
- To take minutes at board meetings
- To be responsible for taking other company meeting minutes and circulating to the team.
- To arrange couriers and other deliveries as necessary.
- To be the first point of contact for the landlords of the office.
- To be responsible for the day-to-day maintenance of the company IT resources.
- To support enabling clear and sufficient communication amongst the team, including the sharing of calendars, diary management and regular updating of shared information.
- To support the Artistic Director with diary management, logistics and communications.

### **Communications and Evaluation:**

- With the GM and Producer, to set up and run systems for the collection of data for Company evaluation.
- To support all other Company evaluation processes
- To contribute to evaluation reports / annual reports etc for funders, donors, participants and other stakeholders
- To oversee the maintenance and development of the JAC website
- To contribute to JACs marketing through the production of newsletters, and the creation of social media and digital content for the company's work
- To contribute to the overall marketing efforts and profile of the company
- To keep company promotional material up to date and to supply the PR team, venues, funders and/or partners with images, copy, URL links for trailers etc.

## **Projects:**

- To book rehearsal rooms, travel and accommodation for projects and productions, and organise practical arrangements for rehearsals etc.
- To represent the Company in the rehearsal room and facilitate a good relationship between the Company and project teams

### *Support the Company Producer to:*

- Shape and deliver the Company's productions; initiating and managing relationships with artists, collaborators, partners, commissioners, co-producers and venues
- Maintain good relationships with partners / venues and liaising on the smooth running of productions
- Facilitate a good relationship between the company and project teams
- Schedule, manage and evaluate events, productions and tours
- File visa applications for personnel working internationally

## **General:**

- To maintain and uphold the core values and vision of the Company as set out in the manifesto (artistic policy)
- To fully participate in company activity, meetings and processes.
- To support in cultivating and managing relationships with a range of stakeholders and partners
- To take part in ongoing professional development and training as appropriate
- To play an active part in, promotion and implementation of company policies (including: sustainability, safeguarding, health & safety, equality, and staff handbook).
- Any other duties as required by the company in order to fulfil its objective.
- To act at all times in the best interests of the JAC.
- To be an enthusiastic advocate of JAC and have a thorough understanding of the company's values and aims.

## PERSON SPECIFICATION

### **Essential Skills and Experience**

- Minimum two years of administration experience
- An ability to work both independently and as part of a small team
- IT literate, with a good working knowledge of Microsoft Office and applications such as Drop box.
- Experience of updating websites
- Familiarity with using social media (ideally in a professional role)
- A high level of organisational skills and proven ability to prioritise a wide variety of tasks with effective time management in order to meet deadlines.
- A high level of accuracy and attention to detail.
- Proven ability to communicate in a timely and professional manner with a variety of stakeholders.

## Essential Personal Qualities:

- A keen interest in the arts
- An 'enabler' who relishes facilitating others and can make things happen smoothly and easily
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
- Willingly shares ideas, resources and information with others
- Excellent and confident communication skills with great attention to detail
- Excellent organisational and administrative skills
- Ability to work quickly, methodically and accurately and to manage workload effectively
- Self-motivated and able to use initiative

## TERMS OF EMPLOYMENT

Salary:	£12,600 per annum (equivalent to £21,000 pro rata)
Contract:	3 days a week, fixed term for 12 months
Hours per week:	22.5 excluding lunch breaks (some evening & weekend work may be required)
Pension:	3% employer contribution
Probation Period:	3 months
Annual Leave:	28 days pro rata including bank holidays
Employer:	Northern Lines CIO, trading as The Javaad Alipoor Company
Responsible to:	Artistic Director and Producer
Place of work:	You must be based, or willing to move within commuting distance of Manchester. The team are currently working remotely, but the Administrator will be required to work in an office in Manchester when restrictions and health and safety allow.
Contract begins:	As soon as possible

## Time frame

Application deadline: 9am Monday 20<sup>th</sup> September

Shortlisted candidates contacted: Friday 24<sup>th</sup> September

Interviews: Tuesday 28<sup>th</sup> September, we hope interviews will take place in Manchester

Ideal Start date: October 2021

## **Guidance Notes for Applicants**

1. Please do not attach testimonials or CVs. Applications must be made via the application form.
2. We generally receive applications by email, but let us know if you would like to submit your application in an alternative way.
3. If you would like to submit your application in another format, please contact Sarah Kingswell on sarah@javaadalipoor.co.uk
4. Please ensure you have completed the equal opportunities monitoring form. This can be accessed via a link at the bottom of this document.
5. When you send your application, please insert YOUR NAME: ADMINISTRATOR as the subject.
6. Please email your completed applications to sarah@javaadalipoor.co.uk The closing date for receipt of completed applications is 9am on Monday 20<sup>th</sup> September 2021
7. Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don't just tell us you've got great organisational skills; tell us about when and how you've used them.
8. Shortlisted candidates will be contacted by email by Friday 24<sup>th</sup> September and invited to an interview on Tuesday 28<sup>th</sup> September.
9. If you are not shortlisted, we will notify you by email. Unfortunately, we do not have the capacity to give feedback to people who are not shortlisted for an interview.
10. All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.
11. If you have any difficulties completing the form, if you require it in a different format, or for any support in making your application please contact sarah@javaadalipoor.co.uk
12. Please **click this link** to be taken to the equal opportunities monitoring form.

We hope you find this information helpful and wish you the best of luck with your application.

## **EQUAL OPPORTUNITIES**

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

We welcome applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post.

We actively welcome applications from individuals with backgrounds currently under represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep equal opportunities information for a period of 2 months.

If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.